

[Your Name]  
[Your Job Title]  
[Your Company/Hotel/Restaurant Name]  
[Your Phone Number]  
[Your Email Address]

[Date]

To Whom It May Concern,

I am writing to provide a formal character and employment reference for [Candidate Name], who was employed at [Company Name] from [Start Date] to [End Date]. During this time, [Candidate Name] served as a [Job Title] under my direct supervision.

In the fast-paced environment of the hospitality industry, [Candidate Name] consistently demonstrated exceptional professionalism and a strong work ethic. Their primary responsibilities included [List 2-3 key duties, e.g., managing guest reservations, providing high-quality table service, or overseeing front-desk operations].

Beyond their technical skills, [Candidate Name] possesses excellent interpersonal qualities. They maintain a positive attitude under pressure, communicate effectively with both colleagues and guests, and show a genuine commitment to customer satisfaction. They were a reliable team member who frequently went above and beyond to ensure a high-quality guest experience.

I recommend [Candidate Name] for any role within the hospitality sector. I am confident they will be a valuable asset to your team. Please feel free to contact me if you require further information regarding their employment history or character.

Sincerely,

[Your Signature]

[Your Printed Name]